

STATE OF HAWAII WASTEWATER OPERATOR CERTIFICATION EXAMINATION APPLICATION

Mail to: Board of Certification of Operating Personnel in Wastewater Treatment Facilities Hawaii Department of Health 1350 Sand Island Parkway Bldg. 3A Honolulu, Hawaii 96819 phone (808) 832-5477 fax (808) 832-3496	Do Not Write In This Space - Office Use Only Date Received: _____ Amount Received: _____ Amount Due: _____ Total CEUs: _____ Comments: _____
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INSTRUCTIONS ON COMPLETING THIS APPLICATION ARE ATTACHED.

SECTION A: GENERAL INFORMATION

 (Please Print) (LAST) (FIRST) (M.I.)

 Street, Box, Route

 City and State Zip Code

 () () ()
 Home Phone Work Phone Fax Number

SECTION B: APPLICATION AND EXAMINATION FEE

- Applying for Examination for Operator Certification: 1 2 3 4
 Circle Grade # or #s if requesting two examination levels. **Grade level must be indicated.**
- Current license #: _____ Issuance date: _____
- Submit only a \$25.00 application fee for each examination** applied for. You will be notified after application has been reviewed of qualification for examination and cost required. Attach **check** or **money order** payable to the **STATE OF HAWAII**. NO CASH.

SECTION C: WORK EXPERIENCE

- List only your treatment plant operations experience. Each plant worked at must be listed separately. For each plant, list both the start and end dates and the total number of hours worked. Note: Experience as a plant worker, sewer maintenance crew member, chemist, lab technician or pump station operator does not qualify as work experience to take the certification examinations.

Operator Experience Name of Plant	Plant Type	Mo/Day/Year From To	Total Hours

2. EMPLOYMENT VERIFICATION (Circle letter A or letter B):

- A. I have reviewed the above work experience and have verified the operating work experience and hours of employment of the applicant. [One-year of full-time employment in the actual operation of a wastewater treatment plant is equivalent to at least 1,632 hours per year.] I certify under penalty of law that the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine for knowing violations.

Certificate No. _____
Print Name of Present Employer or DRC Phone No.

Signature of Present Employer or DRC

- B. I have reviewed the above and can verify only the following work experience items.

Certificate No. _____
Print Name of Present Employer or DRC Phone No.

Signature of Present Employer or DRC

SECTION D: EDUCATIONAL AND TRAINING COURSES

1. Name and location of high school attended: _____
Attach copy of high school diploma.

2. University or college courses/degrees received: _____
Attach official copy of college/university transcripts and diplomas.

3. Continuing Educational Credits (CEUs):
- | Name of Title of Course | Date of Course | # of CEUs |
|-------------------------|----------------|-----------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

SECTION E: SIGNATURE

I certify that all the information contained in this application is true and correct to the best of my knowledge and belief. I understand that knowingly making false statements may result in revocation of any certificate granted to under the provisions of Hawaii Administrative Rule §11-61-5(d)(1).

I also consent to allowing the Board to investigate and verify my employment record and other statements for the purpose of determining qualification for certification examination.

Signature: _____ Date: _____

INSTRUCTION SHEET FOR FORM 1

APPLICATION FOR EXAMINATION FOR CERTIFICATION

IMPORTANT -- EACH APPLICATION MUST INCLUDE THE FOLLOWING. FAILURE TO SUBMIT/COMPLETE WILL RESULT IN AUTOMATIC DENIAL OF APPLICATION.

- 1) Applicant's signature.
- 2) Employment verification.
- 3) Indicate examination grade applying for.
- 4) Copy of high school diploma or GED. **(GRADE 1 ONLY)**
- 5) Copy of college/university diploma and transcripts.
- 6) Copy of all training certificates; or
- 7) Official listing from the Board of items 4, 5 and 6 above. This information must be requested 1 month prior to due date of the application.
- 8) **Application fee only (\$25.00 per exam) CHECK or MONEY ORDER only. NO CASH.**

GENERAL INFORMATION

The following information is provided to assist the applicant in completing the APPLICATION FOR EXAMINATION FOR CERTIFICATION form.

Please follow instructions and complete all of the sections. Failure to complete the application correctly, failure to provide the required information, or failure to submit the application on or before the application due date are all grounds to deny processing the application. There will be no exceptions to this.

WHO SHOULD USE THIS FORM

If this is the first time that you are applying for the examination, you must complete this form. If you have previously taken or qualified to take the examination you are applying for, use the REAPPLICATION FOR EXAMINATION FOR CERTIFICATION form.

**IMPORTANT NOTICE – EFFECTIVE JUNE 1, 1993 - NO REFUNDS OR CREDITS
WILL BE GIVEN TO APPLICANTS FAILING TO SIT FOR ANY EXAMINATION.**

SECTION A: GENERAL INFORMATION

This information must be completely filled out. All information requested must be supplied. No exceptions will be accepted. Information supplied in this section will be used to contact and mail all correspondence to you.

SECTION B: APPLICATION AND EXAMINATION FEE

1. The applicant must state which examination(s) is being applied for. Check the appropriate box(es). No more than two examinations can be applied for at any one time.
2. For each examination applied for in item 1 above, submit a **\$25.00 application fee. Do not send payment for examination until notification of qualification is received.** Application fee(s) must be paid in full by check or money order payable to the **STATE OF HAWAII**. Do not send cash.

SECTION C: WORK EXPERIENCE

1. List only wastewater treatment plant operations experience. If you are responsible for or have work experience at more than one facility during the same time period, do not list as separate work experience. Work experience as plant workers, grounds keepers, sewer maintenance crew

members, chemist, lab technician, or pump station operators do not qualify as operating work experience unless specifically part of the wastewater operator's job description. You must have your work experience and employment verified. Have your immediate supervisor, DRC, treatment plant owner or employer verify your employment and job title by signing either part 2A or 2B;

2.A All employment experience listed above in Section C-1 is verified and is true; or

2.B Only a portion of the experience listed in Section C-1 is verified and is true.

SECTION D: EDUCATIONAL AND TRAINING COURSES

1. Provide the name and location of the high school attended. Provide a copy of high school diploma or equivalent.
2. Provide an official copy of any college or university degrees received and a copy of college or university transcripts.
3. Provide a listing of Continuing Educational Credits (CEUs) that you have taken with copies of certificates. The title of course, date taken and sponsor must be listed.

An official listing of your CEUs on record can be obtained by contacting the Board at telephone (808) 832-5478 or fax (808) 834-3496. This listing will include all training courses sponsored by the Statewide Training Center. Ken Kerri volumes, Michigan State University courses, college/university courses and high school graduation confirmation will also be included if documentation was previously submitted. Attaching this official listing will not require copies of certificates/diplomas for courses/credits listed. Request for this information should be submitted one month before the application due date.

For educational and training courses not sponsored by the Statewide Training Center, additional material regarding course content and hours of training may be required for review by the Board

SECTION E: SIGNATURE

You must sign and date the application. Unsigned/undated applications will be returned to the applicant provided that the application is received five (5) working days prior to the application due date. Unsigned/undated applications received less than five days prior to the application due date will not be returned and applicants will not qualify to take any examinations.

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